



MEETING MINUTES

Tuesday, May 23, 2017

7:30 AM – 8:30 AM

Room 214, Chula Vista Campus

- 1. WELCOME / CALL TO ORDER**—Ricardo A. Macedo
 - A. Meeting called to order at 7:40 a.m.
 - B. Foundation Board Members Present: Hale Richardson, Kimberly Grady, Jesse Navarro, Ricardo Macedo, David Hoffman, Ben Green, Lisa Johnson, Cynthia Reyna, Mitch Thompson and Heather Daud Rubio.
 - C. Foundation Board Members Absent: Melyn Acasio, Sofia Corona, Patti Finnegan, Ruben Garcia, Joseph Martinez, Chayo Moreno, Hank Murphy, and Jean Roesch.
 - D. SWC Advisors and Staff: Kathy Tyner, Sandra Calderon, Leticia Diaz, Zaneta Encarnacion, Alison Hunter and Debbie Dyer.
 - E. Macedo thanked Acasio, Reyna and Finnegan for their work in planning and executing a successful golf tournament. He presented a recognition gift to Reyna and staff will deliver gifts to Acasio and Finnegan.
- 2. APPROVAL OF MINUTES**—Ricardo A. Macedo
 - A. Meeting: April 25, 2017
 - i. *[Action]*: Hoffman moved to approve minutes. Richardson seconded and the motion carried.
- 3. PUBLIC COMMENT**
 - A. None
- 4. PRESENTATION**—College Preview Day, presented by Kathy Tyner, VP Academic Affairs
 - A. Tyner and Calderon gave a presentation of 2016-2017 “College Preview Day” events.
 - B. College Preview Day is an outreach effort to high school students in the Sweetwater Union High School District. The goals of the program were to:
 - i. Increase campus life awareness and increase student belonging with the high schoolers
 - ii. Increase awareness with high school students of SWC academic programs
 - iii. Boost SWC college enrollments
 - C. Fall 2016 – the program hosted 1200 students
 - D. Spring 2017 – the program hosted 600 students
 - E. As a result of the College Preview Days, enrollment numbers have increased. Currently, they have received 3,000 applications out of the 8,000 students in the Sweetwater District.
 - F. Tyner thanked the Foundation board for their support and affirmed that the work the Board is doing is making an impact in the lives of students.
 - G. Discussion included plans to reach out to students in earlier grades and working with other community college districts on outreach efforts.

5. BOARD REPORTS

- A. GOVERNING BOARD REPORT – Nora Vargas
 - i. No report
- B. SUPERINTENDENT/PRESIDENT REPORT – Kindred Murillo, Ed.D.
 - i. Commencement will include largest class of students walking in ceremony – more than 850. Waiting on final numbers of degrees awarded this year.
 - ii. Thanked Foundation board for successful golf tournament and all the work this year to raise funds to support students.
 - iii. Promise program will be re-engineered to address the economic insecurity of students attending Southwestern College. 77% of students attending, qualify for Board of Governor’s grant, which provides free tuition. Greatest financial need of students is the cost of books. Other financial burdens include food, housing and transportation. Murillo looks forward to working with the Foundation Board and Governing Board to raise money for the Promise Program.
 - iv. Governing Board will be hosting a workshop on the college’s facility master plan in July. Board members encouraged to participate.
- C. EXECUTIVE DIRECTOR REPORT – Zaneta Salde Encarnacion
 - i. Encarnacion shared with the Board the annual administrator of the year award called “Team Jaguar” that she received at the SWC Employee Recognition Celebration.” She shared this honor with other SWC staff and administrators for the work on the “SWC Cares” Program and dedicated the award to the Foundation Board for the work they have done to make her work possible.
 - ii. Encarnacion announced that ASO awarded 45K to the “SWC Cares” Emergency Grant Program.
 - iii. The Board retreat date and location has been finalized, Friday, August 4th at Crown Cove. The time of the retreat is still being finalized.
 - iv. CAASSIE scholarship program is having a welcome reception on campus tomorrow, May 24, 2017 from noon to 1 pm in Conference Room 101D. Everyone is invited.
 - v. Encarnacion highlighted the Foundation’s accomplishments this academic year.
 - vi. Annual report to the Governing Board will be presented at the July board meeting and foundation board members are encouraged to attend.
- D. TREASURERS REPORT – Cynthia Reyna
 - i. Reyna reported that the financials remain positive.
 - ii. Interest earnings appear low this quarter due to paying investment fees, in this quarter.
 - iii. Encarnacion noted that the annual funds are not updated in this report as we are transitioning computer systems and balances have not yet been updated.
 - iv. Year-end financials will be emailed to the board when ready.

6. NEW BUSINESS

- A. Foundation Independent Audit – Zaneta Salde Encarnacion
 - i. Macedo moved item to first action item on the agenda due to budget implications.
 - ii. Encarnacion provided a staff report and recommendation to select an audit firm based on new audit requirements of community college auxiliary organizations.
 - iii. Staff sent out a Request for RFP to current audit firm, a firm recommended by college business and financial department, and two firms currently auditing other local community colleges. Three responses were received.
 - iv. Staff recommendation of VTD as final firm is a result of extensive experience with the California Community College Chancellor’s Office audit requirements for auxiliary organizations and college foundations, technical service available throughout the year

and references of firm.

- v. Rubio and Murillo both spoke to the high qualifications of the recommended firm and their standing as a leader in community college and community college foundation audits.
 - vi. Discussion ensued on future year fees and negotiable items to reduce current costs. Rubio recommended that the terms of the VTD contract be 1 year with an option for additional years be negotiated in the initial contract.
 - vii. *[Action]*: Johnson motioned to approve with revision that the contract be amended to a 1 year contract with the option to renew future years. Thompson seconded and the motion carried.
- B. 2017-18 Foundation Budget – Zaneta Salde Encarnacion
- i. Encarnacion reported that the budget for next year was created with 20% growth projections. She reviewed new budget line items and adjustments. Action to approve audit firm at higher cost will require budget approval, to include an additional \$3,000 for audit firm.
 - ii. Encarnacion noted new budget reporting that will allow board members to see whether revenue is restricted or unrestricted and which expenses are paid through unrestricted revenue vs. restricted. The goal is to provide a budget and reporting that is transparent and allows the board to identify priorities and areas for discretionary spending (i.e. reserves, Promise Program, mini-grants, etc.)
 - iii. *[Action]*: Hoffman moved to approve budget with the increased about of \$3,000 needed for the auditor fees. Reyna seconded and the motion carried.
- C. Grant Fiscal Agent Request
- i. Consideration of request from SBDC to serve as fiscal agent for grant to Banner Bank.
 - ii. *[Action]*: Green motion to approve the foundation's role as fiscal agent on grant application to Banner Bank. Reyna seconded and the motion carried.
- D. Credit / Debit Card Policy – Zaneta Salde Encarnacion
- i. Encarnacion provided revised policy with suggested changes made by the board including restrictions on cash withdrawals and clarification that only one card be issue.
 - ii. Rubio suggested adding "itemized" to the receipts required.
 - iii. *[Action]*: Navarro moved to approve the credit/debit card policy. Thompson seconded and the motion carried.
- E. Fundraising Committee Report – Melyn Acasio
- i. Encarnacion passed along Acasio's regrets for not attending meeting due to the flu.
 - ii. 2017 Golf Tournament is projected to net \$38,000. Great feedback from golfers and sponsors received.
 - iii. Encarnacion thanked the Board for their hard work on this event and special thanks to Board Member Hank Murphy and Sycuan Golf Resort for their continued support of this event.
 - iv. Johnson updated that the Jaguar Awards Luncheon will take place on November 3, 2017. The Jaguar Awards planning committee meeting is tomorrow, May 24, 2017 at the NC HEC. Board members invited to participate.

7. ADJOURNMENT—Ricardo A. Macedo

- A. Meeting adjourned at 8:42 am

8. NEXT MEETING IS A BOARD RETREAT—August 2017